**Assumption High School Sophomore ACTS Guidelines**

**Service Ministry**

The purpose of the sophomore service learning program, ACTS, is to give students an opportunity to experience the gospel message of Jesus: “As long as you did this to the least of my people, likewise you did for me” (Matthew 25:40). It is an experience that will allow you to share your gifts and talents with those less fortunate than yourself. The sophomore ACTS Program is a time for you to answer your baptismal call to serve and love as Jesus did.

**Procedure for Leaving AHS**

On Wednesdays at 9:15 a.m., after the first block bell rings, your teacher has taken attendance and has dismissed you, go promptly and quietly to the CAC Lobby. Exit through the main doors of the Convocation and Athletic Center (CAC). If you are riding on the bus, proceed to your assigned bus, give the bus captain your last name, be seated immediately, and remain quiet. Students walking to their agency should meet at the main doors of the CAC and must walk to their agency as a group once the buses have left. Once a teacher has given you permission to leave, proceed to your destination as quickly as possible. Those going to Strathmoor and Hawthorne Elementary must cross at the light. This procedure will be the same each week, even if we are not on a regular schedule. Detentions will be given to students arriving late for departure to their ACTS agency.

**Procedure for Returning to AHS**

All students must return to Assumption by 2:45 p.m. It is your responsibility to be ready and waiting outside your agency five minutes prior to the designated time for your ride back to school. Detentions will be given to students arriving late to leave for the return trip to AHS. If no driver arrives to transport you back to school, and it is 10 minutes past your assigned departure time, call school immediately (458- 9551). Do not leave a message on a machine. Keep calling until you reach someone in the main office. Tell whoever answers the phone your situation.

Transportation pickup times will be posted on your teachers LMS or OneNote. Please note your bus number and the pickup time. If after the first week this time needs to be adjusted, you will be notified by your bus driver.

As you board your bus for the return trip tell the bus driver your last name. When you return to school, you will be dropped off on Tyler Lane by the main doors. Proceed around the building to the CAC and wait inside the CAC lobby until the last bell rings. In order to account for your return to school, one person from each bus will be assigned to return the clipboard to Mrs. Gail King or Mrs. Katelyn Moore and each walker must initial the sign-in sheet posted inside the entrance doors to the CAC. Please watch for any last-minute messages, which will also be posted on the doors of the CAC. You will wait quietly until you are dismissed. Eating and electronic devices are not permitted.

You are never to leave an agency by yourself. If you miss the bus, call AHS immediately. Leaving the grounds of your agency without permission or supervision or stopping anywhere between your agency and school will be treated as cutting school.

**Attendance**

Any absences will result in having to make up four hours of service for each day missed. These hours will be made up outside of the normal school day and you will be responsible for making your own arrangements. Opting out of making up missed time will result in zeros for the points connected to that service day (10 major category points for your hours of service and 10 minor category points for the weekly reflection). Hours of service performed must be submitted on x2Vol and verified by the person in charge by signature no later than May 2, 2020. Hours submitted and makeup reflections submitted after this date are considered late and will receive a grade penalty. They will not be accepted after May 20 and will result in a zero. Doctor and dental appointments must not be scheduled during ACTS. AHS functions conflicting with ACTS are monitored on an individual basis. Assignments connected with your make up visit will be collected when your hours are submitted.

If your absence is unexcused you will not be able to make up the points connected to your service day. Your reflection cannot receive the original points but if the service is made up and verified through x2vol a student may receive the points connected to the reflection in conjunction with your final project.

Your agency supervisor depends upon the service you offer. It is your responsibility (not your parent’s) to notify your agency if you are going to miss ACTS so that arrangements can be made to cover your absence. On the first day of ACTS a member of your group will be given a blue index card listing your name, AHS phone number, name of your agency, agency phone number, and a contact person. This information is listed in your theology teacher’s OneNote or LMS Page.

If you get sick at your agency and feel it necessary to leave and go home, you are required to phone the main office to report that you are leaving the agency grounds, and then phone your parents. Your parent or guardian must sign you out at your agency and call Assumption to let Mrs. Burnam know you have left the grounds.

NOTE: If AHS and/or Jefferson County Public Schools are closed or have a late opening because of weather, we will not go to ACTS.

**Student and Agency Evaluations**

You will have the opportunity to evaluate your agency at the end of the program. These forms will be reviewed by Mrs. Moore. Likewise, your direct supervisor will receive a form to evaluate you midway through ACTS in order for you to set your goals for the program. Sometime during the 10 weeks of service, a faculty member will be observing you at your agency, speak with your supervisor, and meet with you individually.

**Journal Reflections and Diary Entries for ACTS**

After each visit you will be asked to write a reflection, using one of the reflection starters provided for you. You will need to complete the reflection statement based on your collective ACTS experience so far. In the diary space below the reflection section, you can briefly describe your ACTS day. Your theology teacher will collect this paper on the first class day after your ACTS service day. You will be given homework credit for completing these weekly pages, and they will become a part of the ACTS section of your Faith Journey Binder. If you are absent you will not receive these points until your completed hours are verified on x2VOL and your reflection has been turned in.

**Grading for ACTS**

The following will be factored into your second semester theology grade: Oprah reflection, goals and responsibilities, activity planning worksheet, activity evaluation, mid-service evaluation, pictures, poem/prayer, weekly reflections, summary of ACTS experience, ACTS Faith Journey project, and attendance.

Missed Classes - Although it is your responsibility to make up all of your missed work due to ACTS, your teachers will provide you sufficient time and creative options. Direct any questions first to the service learning coordinator, Mrs. Katelyn Moore, and then to your academic dean.

**Dress Code**

According to the student handbook, the following is the ACTS uniform for sophomores: “To meet the dress requirements of various agencies and to project a positive image while performing service in the community, all sophomores are required to wear black uniform pants (from Shaheen’s) - with a uniform blouse/polo on ACTS Wednesdays during the second semester.”

Agencies will speak with you about being dressed properly and will contact us if you do not abide by the dress code. Students not in compliance with this requirement will be issued a uniform infraction. If they cannot be in proper uniform for ACTS before leaving for their agencies, they will not be allowed to participate that day and will receive an unexcused absence from ACTS. This will result in a detention and necessitate the student making up four hours of service. The ACTS uniform is expected to be clean and neat. The dress code requirements are only for sophomores on ACTS Wednesdays and Thursday of Mission Week. You are expected to be in full ACTS uniform from the time you arrive at AHS until the last bell of the day.

When you leave for ACTS, do so with your shirt tucked in, lanyard on, and shoes tied. Jackets, sweatshirts, and spirit wear are not part of the ACTS uniform and may not be worn during the time that you are at AHS or your agency. A uniform infraction will be given for noncompliance.

All our agencies require their staff to look professional. In many of our ACTS schools, preschool and elementary, the students are required to be in uniform. They are expected to have their shirts tucked in and pants looking clean and nice. Since you are to be a role model in all ways, it’s important that your ACTS uniform is in keeping with the handbook. Remember to look your best!

All ACTS students are to dress appropriately for the weather. Many of you may be required to participate in an outdoor activity as part of your service. Failure to have a coat or jacket will not excuse you from participating in outdoor activities at your agency.

**Appropriate Conduct: Integrity Matters**

The student handbook applies to your participation at an agency. The ACTS Program has been providing service to the Louisville area since 1976. We have an excellent reputation in the community and expect you to behave as Christian young women. Appropriate conduct, as listed in the handbook, will be expected from each sophomore as she performs her service ministry in the community. Special note is given to the following:

a) Respectful to agency people, bus drivers, and other students

b) Objectionable conduct at the agency or on the bus

 c) Be on time to leave for, and return from, ACTS

d) Dress code requirements for ACTS

e) Going someplace other than the assigned one when participating in any school program, such as ACTS

f) No iPods or listening devices while traveling to and from or while participating in ACTS

g) No smoking at any time

h) No chewing gum

i) No eating or drinking on the buses

j) Cell phones \*\*\*

\*\*\* This is a reminder that you are not to have your cell phone out during ACTS. This includes before you leave, waiting for your transportation, at your agency, and returning from your agency. The school day ends when the final bell rings and only then may you use your cell phone. If you are waiting outside when you return from ACTS, you are still not to use your phone. Cell phones are to be used only in legitimate emergency situations or with prior permission from an ACTS coordinator. All our agencies have clocks, so using your phone to check the time is not allowed.

Remember that you are representing AHS, a traditional Catholic girl’s high school. We are above all asked to exhibit Christian conduct. This means that we act in a professional manner and serve as role models for whatever agency we are ministering.

**Procedure for Agency Emergency**

Each sophomore should input the Assumption Main Office phone number (502-458-9551) into her cell phone so, that in the event of an emergency, she can quickly notify the office. Should a lock-down occur at your agency, you may use your cell phone to call the school once (1) the situation has stabilized AND (2) you have permission from your supervisor. Since your information may be very limited, you are asked to refrain from making additional calls to parents, relatives, friends, etc. Assumption will obtain factual information and take care of notifying parents.

**More Things to Know**

You must use plastic/latex gloves when working with a child or adult who is bleeding. If you are uncomfortable changing a child’s diaper, you are to tell you supervisor and you will not be required to do this. Many agencies will not allow you to change diapers because of their certification.

First Day at Your Agency:

What do I take? 1) A positive attitude and a smile 2) Lunch 3) Your purse, if you choose 5) One person at your agency will have the blue index card with important ACTS phone numbers (kept in their purse)

When you first arrive at your agency, ask to see the agency representative (the name listed on your blue index card) and tell him/her that you are from AHS. On the first day, many agencies will offer extensive orientation and procedures for volunteers.

Tell your direct supervisor what time you need to be ready to leave the agency for your ride back to school. Be sure to be on time when the bus arrives to pick you up. All walkers must sign in as soon as they arrive back at school.

**Lunch Time**

Everyone brings a bag lunch the first day. Your agency representative will explain the procedure for lunch for the weeks to follow. Everyone volunteering in a preschool or elementary school, public or private, should not bring their lunch in a bag that is from a fast food restaurant. If you purchase a Subway-type sandwich, please rewrap it in a plain wrapper. The same rule applies for items such as leftover pizza, etc. Use a nondescript bag to bring your lunch. All our ACTS schools are encouraging healthy eating practices and do not allow their own students to bring in food from a fast food facility. In keeping with promoting healthy eating and Kentucky State Law, no soft drinks are allowed in any of our preschools or elementary school agencies. Remember to also bring a drink. If you want to take a snack and drink to your agency, it must be purchased before school. You will not be allowed to stop at the school drink machines as you leave for ACTS. The handbook refers to not using any of the vending machines during school hours.

Mission Week: during Mission Week we will follow a special schedule allowing you to go to your ACTS agency on Wednesday and Thursday. In the rare occurrence that your agency is not able to accommodate you on the Thursday of Mission week or due to another circumstance, the ACTS office will reassign those students to another agency for that one day of service.

**A Christian Through Service**

Always speak in positive terms about your agency. If you have concerns, share them with Mrs. Moore, your theology teacher, or your class counselor. If you are associated with a Catholic organization, there will be times that you will accompany participants to Mass. Please demonstrate respect and serve as a role model for others attending the service. Confidentiality is of the utmost importance at all of our agencies, and many of you will be signing confidentiality pledges. If you are not sure that something should be repeated to others, check it out first with the agency before discussing it with anyone else. Many agencies request that you refer to their participants by first name only. If you have any reason to suspect that someone is being harmed or that they may harm someone else, you are required to report this to your ACTS agency representative. You are never to take questionable matters into your own hands. Report to your agency representative your concerns and they will take matters from there.

Never give your email or phone number to anyone at your agency. If they need to reach you, they may call AHS and leave a message.

Remember that this is a very special ministry that calls you to be the Body of Christ to all that you encounter over these 10 weeks. Keep the agency in your prayers.